

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "CORE." Those advanced skills that are mission, grade, or billet specific are designated as "CORE PLUS."

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. INITIAL TRAINING SETTING. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

f. REFERENCE(S). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

g. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*)

h. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

i. DISTANCE LEARNING PRODUCT(S) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

j. PERFORMANCE SUPPORT TOOL(S) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

k. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

ENCLOSURE (6)

MOS 0651, INFORMATION SYSTEMS SPECIALIST

DUTY AREA 01 - COMMUNICATION INFORMATION SYSTEMS SUPPORT INSTALLATION

For a complete MOS 0651 task list, add appropriate grade-level tasks from MOS 0600, BASIC COMMUNICATION INFORMATION SYSTEMS MARINE to the following tasks.

TASK: 0651.01.01 (CORE) CONNECT SECURE TELEPHONE UNIT TO COMPUTER

CONDITION(S): Provided a secure phone, required cables, computer, and references.

STANDARD(S): To prepare Secure Telephone Unit for operation, per the references.

PERFORMANCE STEPS:

1. Site the equipment.
2. Connect secure telephone cable to computer.
3. Configure secure telephone, as required.
4. Perform operational check.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. STU-III/SECTEL User's Guide
3. TM 11-5810-329-10, Voice Terminal TSEC/KY-68

TRAINING MATERIEL:

1. KY-68
2. STE
3. STU-III

TASK: 0651.01.02 (CORE) INSTALL END-USER EQUIPMENT

CONDITION(S): Provided equipment, power source, software, planning documents, and reference.

STANDARD(S): To prepare End-User Equipment for operation, per the reference.

PERFORMANCE STEPS:

1. Adhere to all safety precautions.
2. Site the equipment.

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3. Connect network cable.
4. Power up system.
5. Configure software.
6. Install appropriate Marine Corps authorized software.
7. Perform operational check.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

TRAINING MATERIEL:

1. Power Source, as applicable
2. Software

TASK: 0651.01.03 (CORE) INSTALL SERVER

CONDITION(S): Provided a server, power source, planning documents, software, and references.

STANDARD(S): To prepare server for operation, per the references.

PERFORMANCE STEPS:

1. Adhere to all safety precautions.
2. Configure system to meet requirements.
3. Site the equipment.
4. Ground equipment.
5. Connect network cable.
6. Power-up system.
7. Perform operational check.
8. Install software.
9. Configure server.
10. Troubleshoot, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

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1. Applicable Technical Publications/Manuals
2. FMFM 3-3_, Guide to Electromagnetic Interference Control

TRAINING MATERIEL:

1. Computer Suite
2. Power Source, as applicable
3. Servers
4. Software

TASK: 0651.01.04 (CORE) INSTALL COMSEC EQUIPMENT

CONDITION(S): Provided equipment, planning documents, and references.

STANDARD(S): To prepare COMSEC equipment for operation, per the references.

PERFORMANCE STEPS:

1. Adhere to all safety precautions.
2. Site equipment.
3. Install COMSEC.
4. Perform operational check.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. SOP, UNIT
3. CMS-1_, COMSEC Material System Policy & Procedures Manual

TRAINING MATERIEL:

1. Software

ADMINISTRATIVE INSTRUCTIONS: CMS-1 contains security and storage requirements for cryptographic material and equipment.

TASK: 0651.01.05 (CORE) INSTALL OPERATING SYSTEMS

CONDITION(S): Provided equipment, software, planning documents, and references.

STANDARD(S): To prepare operating systems for operation, per the references.

TASK: 0651.01.07 (CORE PLUS) INSTALL ELECTRONIC MESSAGE SYSTEM

CONDITION(S): Provided equipment, software, planning documents, and references.

STANDARD(S): To prepare electronic message system for operation, per the references.

PERFORMANCE STEPS:

1. Adhere to all safety precautions.
2. Site equipment.
3. Install software.
4. Configure software.
5. Add recipient containers.
6. Configure profiles as required.
7. Perform operational check.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

TRAINING MATERIEL:

1. Computer Suite
2. Software

TASK: 0651.01.08 (CORE PLUS) INSTALL UNIX OPERATING SYSTEM

CONDITION(S): Provided system manuals, a workstation, operating software release media, and references.

STANDARD(S): To prepare UNIX operating system for operation, per the references.

PERFORMANCE STEPS:

1. Determine system configuration requirements.
2. Boot the system using UNIX release media.
3. Load required components.
4. Modify UNIX configuration files, as required.
5. Configure the UNIX platform, as required.

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6. Verify operating environment log files.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Applicable Technical Publications/Manuals

TRAINING MATERIEL:

1. Software

DUTY AREA 02 - COMMUNICATION INFORMATION SYSTEMS OPERATION

TASK: 0651.02.01 (CORE) OPERATE ELECTRONIC DATA FILE TRANSFER SYSTEM

CONDITION(S): Provided a data file transfer system and references.

STANDARD(S): To provide reliable, fast and secure communication, per the references.

PERFORMANCE STEPS:

1. Establish appropriate records/logs/files.
2. Verify data transfer protocol.
3. Verify interface connections.
4. Verify settings.
5. Verify COMSEC.
6. Troubleshoot, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. STU-III/SECTEL User's Guide
3. TM 09150A-15, FMF EUCE Combined User and Computer Operation Manual

TRAINING MATERIEL:

1. Computer Suite
2. Software

TASK: 0651.02.02 (CORE) OPERATE A SERVER ON DATA COMMUNICATION NETWORK

CONDITION(S): Provided an installed server and references.

STANDARD(S): To provide reliable, fast and secure communication, per the references.

PERFORMANCE STEPS:

1. Conduct system start-up/shut-down.
2. Log in to server.
3. Change password, as required.
4. Change file permissions, as required.
5. Manage user accounts, as required.

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6. Configure operating system.
7. Employ network operating system (NOS) utilities.
8. Troubleshoot, as required.
9. Log-out of the server.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. UNIX Operating System Manual

TRAINING MATERIEL:

1. Computer Suite
2. Servers
3. Software

TASK: 0651.02.03 (CORE) DRAFT SERVICE MESSAGE

CONDITION(S): Provided an original message requiring service and references.

STANDARD(S): To provide reliable, fast and secure communication, per the references.

PERFORMANCE STEPS:

1. Sight original message.
2. Draft service message.
3. Submit draft to supervisor.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. Distribution Plain Language Verification System (DPVS) Manual
3. ACP-131, Communications Instruction - Operating Procedures
4. JANAP 128, Automatic Digital Network (AUTODIN) Operating Procedures
5. NAVMC 2800, Joint User's Handbook for Message Text Format (JUHTMF)
6. NTP-3, Plain Language Address Directory (PLAD)

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TRAINING MATERIEL:

1. Computer Suite
 2. Servers
 3. Software
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TASK: 0651.02.04 (CORE PLUS) PROCESS MESSAGE TRAFFIC

CONDITION(S): Provided a fully operational system, planning documents, and references.

STANDARD(S): To provide reliable, fast and secure communication, per the references.

PERFORMANCE STEPS:

1. Interface the gate-guard for organizational use-to-send or use-to-receive message traffic.
2. Operate Mode-I and Mode-II terminals.
3. Update/Maintain distributed plain language address verification systems.
4. Operate message routing system for organizational use-to-send or receive message traffic.
5. Operate message distribution terminal for organizational use-to-send or receive message traffic.
6. Operate message editor program.
7. Operate the message system for organizational use-to-send and receive messages.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Distribution Plain Language Verification System (DPVS) Manual
2. ACP-117, CAN-US SUPP 1 (K), Allied Routing Indicator Book (Section I & II)
3. ACP-121, Communications Instructions - General
4. ACP-122, Communications Instruction - Security
5. ACP-126, Communications Instruction - Teletypewriter
6. FM 24-17, Tactical Record Traffic Systems
7. JANAP 128, Automatic Digital Network (AUTODIN) Operating Procedures
8. NAVMC 2800, Joint User's Handbook for Message Text Format (JUHTMF)
9. NTP-3, Plain Language Address Directory (PLAD)

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10. NTP-4, Naval Telecommunications Procedures/Fleet

TRAINING MATERIEL:

1. Cable Reels
2. Computer Suite
3. Servers
4. Software

TASK: 0651.02.05 (CORE PLUS) HANDLE MESSAGE TRAFFIC

CONDITION(S): Provided a message and references.

STANDARD(S): To provide reliable, fast and secure communication, per the references.

PERFORMANCE STEPS:

1. Receive message.
2. Determine handling procedures.
3. Take required action.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. ACP-117, CAN-US SUPP 1 (K), Allied Routing Indicator Book (Section I & II)
3. ACP-121, Communications Instructions - General
4. ACP-122, Communications Instruction - Security
5. ACP-126, Communications Instruction - Teletypewriter
6. ACP-131, Communications Instruction - Operating Procedures
7. JANAP 128, Automatic Digital Network (AUTODIN) Operating Procedures
8. NTP-3, Plain Language Address Directory (PLAD)
9. NTP-4, Naval Telecommunications Procedures/Fleet

TRAINING MATERIEL:

1. Computer Suite
2. Servers
3. Software

TASK: 0651.02.06 (CORE PLUS) OPERATE UNIX OPERATING SYSTEM

CONDITION(S): Provided an installed UNIX operating system and references.

STANDARD(S): To provide reliable, fast and secure communication, per the references.

PERFORMANCE STEPS:

1. Conduct system start-up/shut-down.
2. Log in to the workstation.
3. Change password, as required.
4. Invoke on-line manual pages.
5. Edit a file using an editor.
6. Print a file.
7. Invoke input/output redirection.
8. Change file permissions.
9. Log out of the workstation.
10. Employ UNIX file utilities.
11. Employ UNIX communication utilities.
12. Employ diagnostic utilities.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

TRAINING MATERIEL:

1. Computer Suite
2. Servers
3. Software

TASK: 0651.02.07 (CORE PLUS) OPERATE DEFENSE MESSAGE SYSTEM (DMS)

CONDITION(S): Provided an operational UNIX system and references.

STANDARD(S): To provide reliable, fast and secure communication, per the references.

PERFORMANCE STEPS:

1. Administer Mail List Agent (MLA).
2. Administer Profiling User Agent (PUA).
3. Administer Directory Servicing Agent (DSA).
4. Administer Management Workstation (MWS).
5. Configure MLA.
6. Configure PUA.
7. Configure DSA.
8. Configure MWS.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

TRAINING MATERIEL:

1. Computer Suite
2. Servers
3. Software

TASK: 0651.02.08 (CORE PLUS) PERFORM OPERATOR/MAINTAINER PROCEDURES FOR AN/MS-63A
COMMUNICATION CENTRAL

CONDITION(S): Provided an operational AN/MS-63A, planning documents, and references.

STANDARD(S): To provide reliable, fast and secure communication, per the references.

PERFORMANCE STEPS:

1. Activate system.
2. Create message.
3. Edit message.
4. Send/Receive message traffic.
5. Identify traffic flow.
6. Perform function commands.
7. Troubleshoot, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. ACP-117, CAN-US SUPP 1 (K), Allied Routing Indicator Book (Section I & II)
3. ACP-121, Communications Instructions - General
4. ACP-122, Communications Instruction - Security
5. ACP-126, Communications Instruction - Teletypewriter
6. JANAP 128, Automatic Digital Network (AUTODIN) Operating Procedures
7. NTP-4, Naval Telecommunications Procedures/Fleet

TRAINING MATERIEL:

1. AN/MSC-63A Communications Central
2. Computer Suite
3. Software

DUTY AREA 03 - COMMUNICATION INFORMATION SYSTEMS MAINTENANCE

TASK: 0651.03.01 (CORE) MANAGE LOCAL AREA NETWORK (LAN) SERVICES

CONDITION(S): Provided an installed and operational LAN and references.

STANDARD(S): To provide reliable, fast and secure communication, per the references.

PERFORMANCE STEPS:

1. Administer user accounts.
2. Administer services.
3. Administer service operations.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. SOP, UNIT

TRAINING MATERIEL:

1. Computer Suite
2. Servers
3. Software

TASK: 0651.03.02 (CORE) UPGRADE HARDWARE

CONDITION(S): Provided equipment, planning documents and references.

STANDARD(S): To maintain operational status, per the references.

PERFORMANCE STEPS:

1. Adhere to all safety precautions.
2. Open equipment repair order.
3. Replace units, as required.
4. Perform operational check.
5. Close equipment repair order.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

2. MCO P4790.2, MIMMS Field Procedures Manual
3. TM 4700-15/1, Equipment Record Procedures
4. UM 4790-5, MIMMS (AIS) FMSS

TRAINING MATERIEL:

1. Computer Suite
 2. Software
-

TASK: 0651.03.03 (CORE PLUS) MAINTAIN AUTHORIZED SOFTWARE

CONDITION(S): Provided an installed End-User Computer, authorized software, and references.

STANDARD(S): To ensure operation of software, per the references.

PERFORMANCE STEPS:

1. Backup data files.
2. Troubleshoot/Resolve software problems, as required.
3. Upgrade software, as required.
4. Recover data files, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: PFC

REFERENCE(S):

1. Applicable Technical Publications/Manuals

TRAINING MATERIEL:

1. Computer Suite
 2. Software
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TASK: 0651.03.04 (CORE PLUS) PERFORM LIMITED TECHNICAL INSPECTION (LTI) ON COMPUTER EQUIPMENT

CONDITION(S): Provided equipment, LTI checklist, ERO, and references.

STANDARD(S): To ensure equipment is operational, per the references.

PERFORMANCE STEPS:

1. Open Equipment Repair Order (ERO).
2. Determine requirements of the LTI.

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3. Follow the LTI checklist.
4. Inspect the equipment.
5. Complete the checklist.
6. Record the results.
7. Evacuate to higher echelon, as required.
8. Close the ERO.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: LCpl

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. Consolidated Memorandum Receipt (CMR)
3. MCO 4400.82, MIMMS Controlled Item Management Manual
4. MCO P4790.2, MIMMS Field Procedures Manual
5. UNIT TO/E, Table of Organization/Equipment

TRAINING MATERIEL:

1. Computer Suite
2. Software

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